

## REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING INSTRUCTIONS TO APPLICANT

1. **GENERAL** - This application form is for use by veterans, servicepersons, and selected reservists receiving education benefits to request a change of program or place of training. The form is used only for the education benefit programs shown below. These instructions and the application refer to a specific benefit when a provision does not apply to all benefit programs.

a. Chapter 30 of title 38, U.S. Code is known as "MGIB (Montgomery GI Bill- Active Duty Educational Assistance Program)."

b. Chapter 1606, formerly chapter 106, of title 10, U.S. Code is known as "MGIB-SR (Montgomery GI Bill - Selected Reserve Educational Assistance Program)."

c. Chapter 32, of title 38, U.S. Code is known as "VEAP (Veterans' Educational Assistance Program)."

d. Section 903 of Public Law 96-342 is known as "EAPP (Educational Assistance Pilot Program)."

2. **CHANGE OF PLACE OF TRAINING** - If you are pursuing the same course or program, you may change your place of training without restriction provided your progress and conduct are satisfactory, and the transfer can be made without substantial loss of credit.

3. **CHANGE OF PROGRAM** - A change of program is a change of your educational, professional, or vocational objective for which you entered training. The following situations are not considered to be changes of program: (1) a change in the type of courses needed to attain a vocational objective; (2) a change in your objective following the successful completion of the immediately preceding program; or (3) a return to your original objective following a change of program.

a. You may be authorized one change of program upon your request if progress and conduct in your original program were satisfactory.

b. Any additional changes of program will be considered only if you submit acceptable evidence to establish that each additional program is suitable to your abilities, aptitudes, and interests. If you select an additional program with the assistance of a professional academic or vocational counselor, the processing of your request for the change of program may be completed by VA sooner if you will submit a copy of the counselor's findings and recommendations with this form. If additional evidence is required to establish the suitability of your program, you will be informed of the preferred types of evidence after your request has been reviewed.

4. **VA CAREER PLANNING ASSISTANCE** - VA has professional counselors to help you plan your education and employment, and select a school or training facility. You may request counseling during your period of eligibility for VA education benefits. If you are not eligible for education benefits, you may request counseling within one year following your last discharge or release from active duty. To be eligible for VA benefits, your discharge must be under other than dishonorable conditions. VA can provide counseling to you without charge. However, you must pay for the expense of traveling to and from the counseling session.

### 5. COURSES AND PROGRAMS YOU MAY PURSUE -

a. Training may be pursued for courses which have been approved by the State approving agency as follows:

- (1) College (school attendance in a degree or certificate program)
- (2) Non-College Schools
- (3) Apprenticeship or OJT
- (4) Correspondence
- (5) Cooperative
- (6) Flight
- (7) Independent Study
- (8) High School or Equivalent - Available for VEAP

b. Veterans and servicepersons who do not have a high school diploma, or the equivalent, may pursue approved courses at the elementary or secondary level. Additional specific requirements for VEAP are that the student must be an enlisted person or former enlisted person and must have passed the point in time which is 6 months prior to completion of his or her first enlistment. No entitlement is charged for pursuing these courses when the student receives only reimbursement for the cost of tuition and fees, not to exceed established maximum rates based on training time. Veterans under VEAP, regardless of training time, may elect to receive regular monthly payments, provided that entitlement is charged accordingly.

c. A member of the selected reserve must have a 6-year reserve obligation beginning on or after October 1, 1990, to be eligible for the following training under MGIB-SR: non-college degree; apprenticeship or on-the-job; correspondence; flight; cooperative; independent study; or remedial and refresher. Effective November 30, 1993, graduate training is available for eligible reservists training under MGIB-SR.

### 6. REFRESHER OR REMEDIAL TRAINING -

a. Educational assistance is payable for refresher, remedial, or deficiency courses.

b. A veteran or selected reservist who needs refresher or remedial training to qualify for admission into a degree or vocational program may receive benefits for those courses with a charge to entitlement.

c. A veteran or selected reservist may take refresher training to update his or her knowledge and skills and to receive instructions in the technological advances that occurred in his or her field of employment after entering military service.

7. **HOME STUDY COURSES** - If you are considering enrolling in a home study course or a combination correspondence-residence course, be sure the field is suitable to your abilities and interests before you sign an agreement with the school. Information on home study courses and the percentage of students who begin courses and actually complete them is available at the nearest VA regional office. You should consider your decision carefully before signing an agreement which may require you to pay for all or the majority of the course even though you complete only a portion of it.

### 8. RESTRICTIONS -

a. Benefits may be authorized only for pursuit of approved courses leading to an educational, professional or vocational objective for which you are not already qualified.

b. The law prohibits the approval of courses for recreational or avocational purposes, bartending courses, personality development courses and courses offered by radio.

c. Benefits cannot be paid for audited courses. Further, benefits will not be payable for a course from which you withdraw, or for a course in which you receive a grade that does not count toward graduation, unless mitigating circumstances are presented. Effective June 1, 1989, you will not need to furnish mitigating circumstances for the first instance of withdrawal from courses totaling 6 credit hours or less.

d. Benefits will be discontinued if you do not maintain satisfactory progress or conduct in training.

e. VA benefits cannot be authorized for any courses that are paid for in part, or in full, by the Armed Forces or the Public Health Service.

f. VA benefits cannot be authorized for any courses that are taken by an employee of the Federal government under the Government Employees' Training Act.

g. Benefits are subject to reduction or termination during periods of incarceration in a Federal, State, or local correctional facility as the result of conviction for a felony offense.

h. Schools are prohibited by law from cashing VA checks under a power of attorney agreement.

9. **HOW TO APPLY** - Select the program in which you wish to enroll. Then make sure that the course at the school or program at the training establishment is approved for the enrollment of veterans and other eligible persons. Information about approved courses and programs is available from the VA regional office serving the area where the school or training establishment is located.

a. Complete the application and send it directly to the VA regional office as early as possible before you plan to enroll. Or,

b. If you have already enrolled, give the completed application to your school or training establishment for submission to VA together with an Enrollment Certification, VA Form 22-1999.

10. **ADVANCE PAYMENT** - An advance payment covers the initial month or partial month of your training plus payment for the following month. Advance payment checks are mailed to your school for delivery to you at the time of registration. You may be eligible for an advance payment if: (1) You enroll in an approved school course on at least a 1/2 time basis; (2) Your school agrees to process an advance payment; (3) You request an advance payment in writing; and (4) Your application and request for an advance payment are received in VA at least 30 days in advance of registration. Your request for an advance payment must be entered on an Enrollment Certification, which your school will submit to VA.

11. **CHANGES OF ADDRESS** - Whenever you move, notify VA immediately of your new mailing address, including ZIP Code.

12. **INFORMATION AND ASSISTANCE** - Information and assistance may be obtained from any VA office. Local representatives of the various veterans' organizations also have information and forms available.

**PRIVACY ACT NOTICE:** No benefits may be paid until you have completed this application and it is received in this office. The information requested on this form is necessary to determine your eligibility to continued educational assistance. The responses you submit are considered confidential (38 U.S.C. 5701), and may be disclosed outside VA only if such disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, Compensation, Pension, Education and Rehabilitation Records - VA, 58VA21/22, published in the Federal Register. Information submitted is subject to verification through computer matching programs with other agencies.